



**www.Provisions.ws**  
**6632 Telegraph Road, Suite 350**  
**Bloomfield Hills, Michigan 48301**

ProVisions LLC is a full-service international commercial real estate developer, financier, and advisory firm. The Principals of ProVisions have been responsible for the development, ownership and management of real estate valued at \$3,000,000,000.

ProVisions LLC has an excellent full-time opportunity available. The ideal candidate will be experienced in handling diverse people and strategic imperatives and will be able to work independently.

## **WEB AND GRAPHIC DESIGNER**

### **Position Description**

#### **Summary:**

Develops and maintains web branding, collateral, and the web initiatives. Creates content, adapts existing content to a web-friendly format, creates and maintains the logical structure of the content, designs marketing materials both print and web, creates and produces branding and positioning for campaigns, promotions, events, and conferences, and assists in creating projects. Designs and creates layout, visual appearance and usability of the company website using a combination of graphic design skills and technical knowledge of how web pages are created.

#### **Academic Qualifications:**

- High school graduate or equivalent (Required)
- Graphic Design/Website Development Coursework
- Webmaster/Content Administrator (Preferred)

#### **Experience and Skill Requirements:**

- Previous work experience in website design and development
- Experience using content management applications (DotNetNuke Preferred)
- Ability to apply best Web practices and perform accessibility validation.
- Ability to code and design for all current Internet browsers, operating systems and platforms
- Proficiency in the following: Photoshop, Illustrator, InDesign, Quark, Microsoft, Dreamweaver, Flash, HTML, XML/XHTML/HXL, JavaScript, Adobe Applications, CSS2, WordPress and other relevant web and graphic design software
- Experience and understanding of Web technology, architecture, cascading style sheets, e-commerce and server side technologies, such as PHP, Perl
- Strong drawing and graphic skills
- Highly creative and imaginative
- Excellent communication and teamwork skills
- Analytical ability to solve complex problems

**Job Responsibilities:**

- Designing market materials both print and web.
- Creating and producing logos for campaigns, promotions, events, and conferences.
- Creating information packages, brochures, and pamphlets.
- Assisting in creative projects delegated by immediate supervisor
- Test the site for functionality in different browsers and at different Resolutions
- Decide on how images and other material will be digitally optimized and presented for the web
- Write web pages in a combination of codes, such as hypertext mark-up language (HTML), Javascript, Actionscript, ColdFusion, Java, Perl and Flash, or using code-generating programs, such as Dreamweaver
- Produce a design that will be attractive to the target user, has a logical navigation system and has all the features required

**Compensation:**

Based on academic qualifications and relevant experience, a competitive package would be offered.

**Contact:**

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: [hr@provisions.ws](mailto:hr@provisions.ws)

*Our Vision, Core Values, and Mission energize our organization and people.*